

# Preparing for a Channel Islands Live Broadcast

## Using Videoconferencing Software

### Summary of Steps:

1. Determine a location for your broadcast.
2. Install software, if needed.
3. Schedule your test.
4. Test your equipment.
5. Upon successful testing, schedule your broadcast date and time by submitting the Channel Islands Live Program Reservation Form:  
<http://www.nps.gov/chis/planyourvisit/upload/CHIL-Reservation-Form.pdf>  
*(Note: Save the PDF fillable form to your computer, add your information in the required fields, save it again, and then attach it to an email. The email address is listed on the form.)*

**STEP 1—Determining a location:** An important step in preparing for your live program is to determine where you will be showing the broadcast. This location should have the following:

1. **Connection to the Internet**  
The minimum bandwidth needed to support the broadcast is 768Kbps. Check with your IT support staff if you do not know your connection rate or to get an estimate, visit <http://www.speedtest.net>.\*
2. **Videoconferencing software**  
You have different software options that will make this broadcast interactive. Companies like Polycom and Cisco sell software packages that you can download and run on your desktop or laptop computer. Whatever software you choose, make sure that it supports both the H.323 and SIP protocols and that it is standards compliant.
3. **Projector, large screen monitor, or interactive whiteboard**  
The screen at your location should be of good quality and large enough so students can easily see the broadcast image. Check the lighting in the room to make sure the image is clear. You may have to turn off lights or close window blinds as necessary to minimize backlighting.
4. **Audio system**  
External speakers are preferred. Be sure the speaker volume is set loud enough for everyone to hear clearly.

**5. Microphone**

An integral (built-in) microphone will work but an external USB microphone works best. Make sure the microphone placement is easily accessible to students to help facilitate interaction with the park ranger. This is critical to the success of the program.

**6. Webcam**

This allows the ranger to see your classroom. Either an integral (built-in) or USB web camera will work. These broadcasts run live on the park's website. Please be aware of your school's Media Release/Consent Form requirement. Be prepared to point the web camera away from the students so that their images are not broadcast out to the Internet.

**STEP 2—Install the videoconferencing software:**

Download, install, and configure the software using the following instructions:

**1. Secure permission to install**

Before starting, verify with your IT department that it is OK for you to install software on your work computer. Explain to them the nature of the Channel Islands Live distance learning program and work with them to secure whatever permissions or technical support (i.e., administrative rights) that might be necessary.

**2. Download software**

We have provided links below to 2 popular video teleconferencing software vendors. Channel Islands National Park does not endorse any particular vendor or software package and is providing these links for informational purposes only. Please make sure that whatever software you chose, it is H.323 and SIP standards compliant.

- Jabber Video for TelePresence (Movi)  
<http://www.cisco.com/c/en/us/products/collaboration-endpoints/jabber-video-telepresence-movi/index.html>
- Polycom RealPresence Desktop  
<http://www.polycom.com/products-services/hd-telepresence-video-conferencing/realpresence-desktop.html>

**3. Install software**

Configure the software as per the vendor's instructions

4. **Provide this document to your IT support, if needed:**

<http://www.nps.gov/chis/planyourvisit/upload/Network-and-Equipment-Requirements-for-CHIL.pdf>

### **STEP 3—Scheduling a test**

#### **Contact Josh Kaye-Carr at Channel Islands National Park**

Contact Josh at [Josh\\_Kaye-Carr@nps.gov](mailto:Josh_Kaye-Carr@nps.gov) or 805-658-5700 x5919. Testing can be scheduled on Tuesdays and Thursdays between 9:00 and 10:00 am, or between 2:00 and 3:00 pm Pacific time.

**Your broadcast will not be scheduled until a successful test is completed. Please do not send in your reservation request form until you have completed a successful test.**

### **STEP 4—Testing your software**

1. **Call Josh Kaye-Carr at Channel Islands National Park**

Contact Josh at 805-658-5700 x5919 or x5810 at your reserved testing time.

2. **Open the software** on the computer you will be using for the broadcast.

3. **Login using as per the software vendor's instructions**

If you are placing an IP call via the H.323 protocol, call this IP number: 207.157.245.40. If you are attempting to connect via SIP, call this address: [ven@vcoe.org](mailto:ven@vcoe.org).

4. **Once you are logged in**

You should see something like "Connecting to..." and then see and hear video and audio from Channel Islands National Park's headquarters once connected. You may also see a park ranger who is assisting you with testing your connection. Please verify this stays connected for a minimum of 5 minutes.

5. **Once you have verified a successful connection**

From your device to our device, keep your software running and end the call as per the manufacturer's instructions.

## 6. To verify the connection works

From our device to your device, Josh Kaye-Carr will call you.

- You should see something like “Incoming Call From:” on the screen.
- Please answer the call and you will be connected to Josh. You should be able to hear and see the person on the other end.
- Keep the call open for 5 minutes to ensure a stable connection.
- End the call as per the manufacturer’s instructions.

## STEP 5—Schedule your broadcast

Schedule your broadcast date and time after completing successful testing by submitting the Channel Islands Live Program Reservation Form:

<http://www.nps.gov/chis/planyourvisit/upload/CHIL-Reservation-Form.pdf>

*(Note: Save the PDF fillable form to your computer, add your information in the required fields, save it again, and then attach it to an email. The email address is listed on the form.)*

Once your request is processed you will receive an email confirmation of your broadcast date and time. “Day of Broadcast Instructions” will be included with this email.

**FOR ASSISTANCE:** *If you have difficulties, please contact Josh Kaye-Carr at Channel Islands National Park at 805-658-5700 x5919 or x5810. If he is not available, contact Ventura County Office of Education’s Help Desk at 805-383-1955. Be prepared to provide the name and phone number or email address of your IT support contact so that we can work with them to resolve any remaining issues.*

**\* Disclaimer of Endorsement:** Reference herein to any specific commercial products, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by Channel Islands Live or its partners or affiliates. There are other options available, and you are encouraged to utilize whatever products or services that best suit your specific needs. Any specific reference contained herein shall not be used for advertising or product endorsement purposes.